



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date <u>10-27-76</u>	1. Agency Address Georgia Department of Labor U.I.S. Division - Employer Accounts Sect Room 70-A, State Labor Building Atlanta, Georgia 30334	Application Number <u>76-343</u>	Date Received OCT 29 1976
Application Number		Date Completed <u>DEC 1</u> 1976	
2. Person to Contact Peggy D. White		Working Title Supervisor, Employer Accounts	Telephone Number 656-3061
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1972		5. Records Series Title (followed by title used in office; if different) Present ESA Transaction Register File (Transaction Registers)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Determine employer liable for unemployment taxes; collects taxes and reports; pays unemployment benefits according to Employment Security Law. Responsible for sending out unemployment tax reports; receives reports and payments and processes same onto a computer record.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: A record of how employer taxes and reports were applied to his account. Shows distribution of monies to tax, interest, penalty, cost by quarter and batch. Included are: ESA 1521 Transaction Register by batch. File is arranged: Calendar year accumulation of registers by batch number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>200/mo.</u> ; Seven to twelve months old <u>20/mo.</u> ; Thirteen to twenty-four months old <u>10/month</u> twenty-five months and older <u>5/month?</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves <u>One</u> ; Other (specify) <u>10000 Registers per year.</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Section 11(m) - Employment Security Law
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed? <u>computer printout</u>
		j. Does the record series result in a computer printout? <u>It is a computer printout form.</u>

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>4</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need. Needed reference to the record for 4 years to audit an account internally and for Federal and State Auditors.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 2 year(s); then, or until State and Federal Audits completed.

☐ Transfer to local holding area; hold _____ year(s); then _____

☒ Transfer to State Records Center; hold 2 year(s); then _____

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	10-29-76		10-28-76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
			11-29-76
			11-24-76
			11-30-76